

# Alabama Association of Public Personnel Administrators Education and Certification Program

## Overview

For more than a decade, the Government and Economic Development Institute at Auburn University, the Alabama League of Municipalities, and the Association of County Commissions of Alabama, have participated in an educational certification program to assist Alabama public personnel administrators and staff members carry out personnel functions more professionally, effectively and efficiently. Alabama public personnel administrators, professionals, and administrative support staff who are responsible for various phases of personnel administration in an Alabama governmental organization are eligible to achieve certifications.

## Program Objectives

- Increase knowledge of various phases of modern public personnel administration
- Develop skills necessary to carry out the various phases of modern personnel administration
- Develop and maintain high standards of public personnel administration
- Increase professionalism in public personnel administration

Curriculum leading to the designation of *Certified Human Resource Professional* or *Certified Human Resource Specialist* fulfills these objectives. Other individuals, elected officials and personnel board members are eligible to earn a certificate in public personnel administration.

## Curriculum Requirements

### ***HR Professional Designation***

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
- (2) Federal and State Laws in Human Resources (16 Hrs.); and
- (3) FLSA and Other Federal Laws Administered by the DOL (16 Hrs.)

Other course Requirements:

- (4) Minimum 12 coursework hours from the Group 2: Personnel Administration Track.
- (5) Minimum 12 coursework hours from the Group 3: Human Resource Management Track.
- (6) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (7) Minimum 12 elective coursework hours from Group 2, 3, or 4.

**Total Required Hours: 90**

### ***HR Specialist Designation***

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
- (2) Federal and State Laws in Human Resources (16 Hrs.); and

Other course Requirements:

- (3) Minimum 18 coursework hours from the Group 2: Personnel Administration Track or Group 3: Human Resource Management Track specialization.
- (4) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (5) Minimum 30 elective coursework hours from Group 1, 2, 3, or 4.

**Total Required Hours: 86**

### ***Certificate in Human Resource Administration***

Individuals enrolled in the education program provided through AAPPA, elected officials interested in public personnel administration, other public administrators, and personnel board members may apply to earn a certificate in public personnel administration. Required courses include:

- (1) Successful completion of 80 hours (untested) of approved course work.
- (2) Demonstrated interest and commitment to the goals of the Alabama Association of Public Personnel Administrators.

## Courses

Course Title	Hours
<b>Group 1: Required Core Courses</b>	
Overview of Alabama Public Personnel Administration (Professionals and Specialists)	16
Overview of Federal and State Laws (Professionals and Specialists)	16
Fair Labor Standards Act (Required for Professionals Only)	16
<b>Group 2: Human Resource Administration Track</b>	
Compensation and Job Evaluation	12
Alabama Certified Payroll Specialist Classes	6
Alabama Risk Management Certification Specialist Classes	6
Other	6
<b>Group 3: Human Resource Management Track</b>	
Job Analysis and Job Descriptions	12
Recruitment, Selection and Retention	12
Performance Appraisals and Employee Evaluation	12
<b>Group 4: Selected Issues in Public Human Resource Management</b>	
Training and Development	6
Motivation	6
Dealing with the Troubled Employee	6
Developing and Maintaining Personnel Policies and Procedures (e.g. Sexual Harassment, Discrimination, Personnel Records, etc)	12
Establishing a System: Working with Elected Officials, Department Heads and Supervisors	6
Special Topics: Legal Foundation of Payroll Processing, Accounting Foundation of Payroll Processing, and others	6

### Examination

The exam will be objective and short answer essay reflecting the content of each applicant's individual coursework. The Case Study option is available for those taking the Specialist Certification Program.

### Certification Maintenance:

Twenty-four hours of approved courses must be successfully completed every two years to maintain certification. These hours may consist of any courses described in the curriculum above which have not already been taken, plus participation in any of the following: attendance and participation at the AAPPA Annual Conference (6 hours), the pre-conference courses (6 hours).

For re-certification purposes, 12 hours of course credit must be completed through courses offered by the AAPPA, in accordance with guidelines as noted in the **AAPPA Education Description**. Participants may receive up to 12 hours of credit from courses recognized by the following national organizations: HRCI, IPMA, CLE. Please send verification of attendance to the Government & Economic Development Institute, 213 Extension Hall, Auburn, AL 36849-5225.